

October 1, 2015

To McNeal Room Parents:

Thank you for volunteering to be a room parent for your child's class for the 2015-2016 school year. You are the link between the school/classroom, PTO and the parents. The role of a room parent is vital in organizing the various social functions and classroom obligations throughout this year. The McNeal staff and PTO truly appreciate your commitment to the students, the teachers and the school.

Please take time to review the enclosed information that outlines your responsibilities and includes important dates for the current school year. This will be especially helpful for first time room parents. This room parent handbook should provide a clear outline of the various room parent duties, as well as general guidelines for carrying out these duties. In addition to the handbook, you will receive a copy of your teacher's "favorites list" to help you with ideas for your teacher throughout the year.

If you have not yet done so please schedule a meeting with your teacher to discuss expectations/volunteer needs and ideas for the upcoming year; bearing in mind that your teacher may have other classroom specific activities that require your assistance. After meeting with your teacher it is a good idea to introduce yourself to your parents via a letter or email about your plans for the year. This will be a great way to solicit volunteers for various activities in which their assistance will be needed.

Please try to include all of the parents who are willing to help in as many classroom activities and school wide events as possible. The room parent is not expected to do

everything or meet all of the needs of the classroom. It should not be overwhelming or a financial stress. Remember that you are a valuable asset to your teacher and class. Enjoy this year while making lasting memories and new friends!

Please feel free to contact us with any questions or problems.

Sincerely,  
2015-2016 PTO BOARD

## Room Parent Duties:

### Classroom Celebrations

There will be usually two to three classroom celebrations this year. The teacher will determine the dates and times of the celebrations. You can ask your teacher what she wants or usually does. Most classes do a craft, game and/or eat food. Collect donations from the parents for these events. Please be careful when asking for exact amounts of money from parents. Suggesting specific items such as plates, napkins, etc. can be helpful. Online websites make communication visual for all parties and help with organizing specific needs for events. These websites are free and easy to use:

[www.signupgenius.com](http://www.signupgenius.com)

[www.evite.com](http://www.evite.com)

### Staff Appreciation Week

Staff Appreciation Week will be the first week of May. The goal for this week is to let our staff know how much we really do appreciate them. More information will be

emailed closer to this week. As a class come up with an idea to decorate the classroom door to correlate with the Teacher Appreciation Week theme to surprise the teacher that week.

#### Boosterthon-

The McNeal Boosterthon will be January 21<sup>st</sup> this year! This year's Fun Run is a walk a thon with a character lesson for the kids! Each classroom will be making their own classroom banner to take pictures with before the run. You will get an email with what is needed.

#### Class Directory

Many teachers like to send a class directory home to each student and may request your help in creating this. You must obtain permission from each student's parent or guardian before you can include them in a directory.

Parent Names

Emails

Phone Numbers

Addresses

are sometimes included in these. Please keep an updated copy for yourself so that you can communicate throughout the year with the parents.

Remember that this information is for the communication among the families of this classroom ONLY and not for public knowledge.

#### General Guidelines Gift Giving:

The room parent may ask for monetary donations for the teacher's birthday, holidays, etc. However, you cannot ask for a specific amount, but may suggest to parents to contribute however they are financially able to. If you do ask for contributions, please let parents know what you

plan to buy, and keep track of all money received. The money that you receive should be recorded or kept track of for verification if needed. Be sure to keep receipts for your records.

Other options are to give each parent a copy of the teacher's favorites list and allow them to send in a gift if they wish, have students make cards, etc. Keep in mind that no child should feel left out. All gifts presented to the teacher from the class should be from the ENTIRE class.

In all situations always make sure that the parents understand that participation/contributions are optional and never a requirement.

#### Dance-Fall Harvest & Father/Daughter Dance

We are planning two dances this year! Our Fall Costume Dance is October 16<sup>th</sup> and our Daddy Daughter Dance will be February 12<sup>th</sup>! Room parents encourage classroom parents to volunteer for this event. Volunteer opportunities will be posted on PTO Facebook page and PTO website. We will also forward to room moms to email out to their class. You will receive more information about the Dance as it draws near.

#### Teacher Birthdays

Feel free as the room parents to plan some way to celebrate the teacher's birthday. A party cannot be planned, but you may want to find a small way to celebrate such as a card, gift from class, etc. The room parent can make the parents aware of the date and the teacher's favorites list so they can send in a gift if they choose to do so. Please be sure to refer to the general gift giving guidelines.

Signing in/out:

Whenever you are at the school to volunteer, you must sign in and out with the front office and wear a volunteer sticker. The first time you will be asked to show your driver's license.

All Contact Information:

Names, phone numbers, email addresses, and street addresses provided to you by your teacher or PTO are for the purpose of soliciting help/volunteers only and not to be used for private matters or public use.

We are looking forward to a great year, and we thank you again for volunteering to be a room mom, and a liason between PTO and your class. Any questions, please email us at [mcnealpto@gmail.com](mailto:mcnealpto@gmail.com).

Sincerely,  
Your 2015-2016 PTO